

SCOPE OF DUTIES STATEMENT

RESEARCH ANALYST

(EL PASO CONTRACT POSITION)

General Purpose:

The Research Analyst is responsible for the collection of economic and demographic data in support of the overall mission of the department to develop new job opportunities through a program focused upon business retention and expansion and business attraction.

Essential Functions:

(Omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position.)

- Collects data, assembles and packages the response to requests for information (RFI) from clients under the supervision of project manager.
- Searches, updates and accesses computerized databases in support of the overall program i. e. business barometers, economic forecasts, workforce development publications, etc.
- Direct interaction with prospects during the RFI phase and beyond when required.
- Oversees outside consulting contracts for market studies, economic impact analysis, feasibility studies, etc.
- Maintain integrity of marketing material information and update quarterly
- Participates in the administration of business surveys, including the collection and compilation of data.
- Conduct internal economic impact analysis of projects.
- Support the development of grant applications and proposals.
- Prepare reports and studies as a result of special projects where primary data collection is the methodology.
- Assists in the preparation of project layouts, routine proposal drafting, and map development.
- Research related projects in support of the Economic Development Policy Statement.
- Responds to general inquiries from the public for economic and demographic data.
- Observes and tracks legislative agenda for economic development impact.
- Develop pool of research contacts in the community to support research efforts.
- Performs other related work as required.

Knowledge, Skills, and Abilities:

- Proactive, self-starter with drive, determination and a positive attitude
- Ability to work with minimal supervision
- Goal oriented and results focused with high standards
- Excellent writing, presentation, report, and computer skills
- Good interpersonal, communication, phone and listening skills
- Project prioritization and time management skills
- Good attitude and customer service skills
- Good knowledge of economic development principles and practices
- Ability to communicate clearly and concisely orally and in writing in English (Spanish a plus)

Minimum Qualifications:

Education and Experience: Minimum Bachelor's Degree in regional development, business, public administration, economics, finance or related field. Two (2) years related experience.

Work extended hours as necessary.

Driver's License.